

TRAINING OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is responsible, specialized fire department work in planning and implementing a training program for the department. Employees of this class have authority to work independently in most areas. Supervision is exercised over all employees of the department during assigned training. The training officer receives general instructions from and is directly responsible to the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Conducts drills and training classes at the drill field and at fire stations.

Supervises subordinate employees assigned to the training section.

Assists the chief in the direction of a safety and training program for officers and employees of the department.

Prepares, administers, and grades training tests given to employees.

Keeps training records as assigned.

Maintains a library of training materials for all officers and employees of the department.

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Coordinates the movement of firefighting units to and from drill sites in keeping with general rules and instructions.

Prepares material to be used in the training program.

Attends training conferences and schools to keep informed on modern fire fighting methods.

Makes recommendations to the fire chief for improvements in the training program.

Attends meetings of clubs, associations, schools, and other groups for the purpose of explaining fire department activities and functions and teaching fire safety.

Prepares periodic reports on the training program with recommendations for changes or improvements where necessary or desired.

Sets up schedules for training for all officers and employees of the department.

Responds to fires to observe and make pictures for use in the training program.

Prepares and submits annual budget for the training section.

Orders and keeps records of all supplies used in the training program.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before application for examination.

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must have at least five (5) years' experience with a full-time, paid fire department or three (3) years' experience in fire service training.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.